

DIMAPUR GOVERNMENT COLLEGE

DEPARTMENT OF ENGLISH

Date: 27th June, 2023

Time: 1:30 pm

Place: Department Cubicle

Members present:

1. Dr. A. Sentiya (HoD) *[Signature]*
28/06/2023

2. Alemtula *[Signature]*
28/6/23

3. Shuiching Konyak *[Signature]*
28/6/23

4. Watisenla *[Signature]*
28/06/23

5. Lanunochit Pongen *[Signature]*

6. Dr. Maongkala Longchar *[Signature]*
28/06/2023

7. Toviholi Swu *[Signature]*
27/06/23


Meeting minutes:

1. The HoD gave the latest updates regarding admission of students in 1st semester and the number of students expected to take up Honours in English.
2. The course teachers gave updates about the recently concluded second semester evaluation.
3. Selection of new student/s for department stipend: Previous stipend recipient Mr. Hinoka Assumi having completed his 6th Sem, there was a fresh selection plus enhancement of the stipend. Two students from the 5th semester namely Ms. Mathawangliu and Ms. Ralamyi Newme have been identified and 2 more students from the 3rd semester were to be identified for the same. Each of these four students is to be given Rs.500/- per month starting July 2023. Teachers will take turns to pay the stipend. Ms. Leom Konyak of 5th semester to be given Rs.1000/- as before. The total stipend amounts to Rs.3000/- every month.

4. AQAR documents were to be made ready by each teacher and a soft and hard copy of the same to be submitted to Toviholi Swu for further submission to IQAC.
5. The HoD highlighted that the department is to frame new curriculum for three courses i.e. Common Value Added Course, Skill Enhancement Course and Multi/Inter disciplinary Course. It should be for three (3) credits each for forty-five (45) working days. The new curriculums were to be submitted on the reopening day after the Summer Break.
6. Alemtula informed that eight (8) entries in total were expected for the graphic novel project. The final entry was still awaited after which the work can officially begin.
7. The HoD updated about the publication of papers presented during the International Seminar. The introduction to be written by HoD and Dr. Asangba Tzudir, Asst. Prof. dept. of Philosophy and the Foreword by Dr. Arkotong Longkumer.
8. Teachers to give announcements for Assignment in respective papers duly countersigned by HoD before Summer Break.
9. Topper award: Certificate and cash award of Rs 7000/- to be given to the topper of the department in recently concluded end semester exams as per existing practice. Each teacher to contribute Rs.1000/- each and the amount to be collected by the Finance Secretary of the department and kept ready.
10. Students Progression reports to be prepared by Shuiching Konyak.
11. Lesson plans to be prepared by each teacher during the Summer Break and brought on the reopening day. The starting dates for classes should read: 5th semester- 15th June, 3rd semester- 26th June and 1st semester- 1st August. They will be countersigned by HoD and submitted to Librarian.
12. All teachers were reminded to have their mentoring documents ready even as they continue with their mentoring sessions.
13. Lanunochit Pongen informed the department that he would be applying for study leave to pursue PhD.
14. The HoD requested everyone to start thinking about the theme for Polesis to be conducted by the end of the year.
15. English Students Club activity which was partially conducted due to time constraints, to be concluded by the first week of August. Second Club activity to also be conducted at the earliest.

Meeting adjourned: 3:00 pm

Recorded by: Toviholi Swu
27/06/23
(Toviholi Swu)


(Dr. A. Sentiya)
Head of Department
Department of English

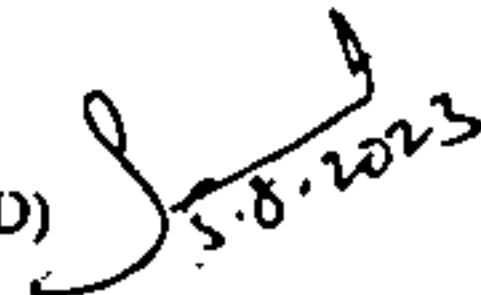


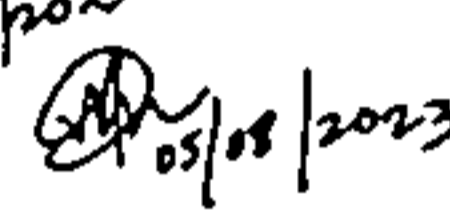
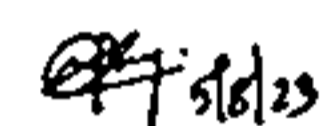
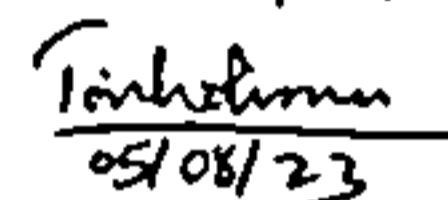
DIMAPUR GOVERNMENT COLLEGE
DEPARTMENT OF ENGLISH

Date: 5th August, 2023

Time: 1:30 pm

Place: Department Cubicle

Members present:

1. Dr. A. Sentiyula (HoD)  5.8.2023
2. Alemtula  5.8.23
3. Watisenla  05/08/2023
4. Dr. Maongkala Longchar  05/08/2023
5. N. Mongyung Phom  5/8/23
6. Toviholi Swu  05/08/23

Meeting minutes:

1. The HoD welcomed the faculty members who were back to work after the Summer Break along with new faculty member N. Mongyung Phom who was cross transferred with Shuiching Konyak . She was also briefed about the workings of the department and the duties that would be expected of her.
2. Lanunochit Pongen had applied for Study Leave from 1st August, 2023. Till his replacement comes, his classes and assignments to be handled by the remaining faculty members of the department.
3. An update on the Graphic Novel Project was given by Alemtula. The final story is expected in a day or two and editing can begin very soon.
4. The HoD updated everyone about the Guidelines for Examination and Assessment for FYUP that was issued by the University. She also discussed about the ongoing internal assessment process for the odd semesters with the teachers.
5. There was a discussion on the department stipend meant for two 3rd semester students and teachers were to continue looking for deserving students.

6. For the next inter-departmental seminar it was decided that N. Mongyung Phom and the 5th Semester English Honours students would be given the opportunity to present a paper each. It was also decided that Alemtula would select and guide the students for the said seminar.

Meeting adjourned- 2:30 pm

Recorded by:

(Toviholi Swu)

Secretary,

Department of English

Toviholi Swu
05/08/23

(Dr. A. Sentiya)

Head of Department,

Department of English

8-8-2023

DIMAPUR GOVERNMENT COLLEGE
DEPARTMENT OF ENGLISH

Date: 29th September, 2023

Time: 12:30 pm

Place: Department Cubicle

Members present:

1. Dr. A. Sentiyula (HoD)

2. Alemtula

3. Watisenla

4. N. Mongyung Phom

5. Toviholi Swu

Toviholi Swu
29/09/23

J
29.9.2023

A
29.9.23

W
29/09/23

N
29/9/23

Meeting minutes:

1. The HoD made everyone aware that the Internal Assessments have to be completed earlier than mentioned in the academic calendar.
2. It was decided that a part of the 3rd Internal Assessment will be conducted in Quiz format.
3. Notice about the topics for Class Test 2 to be given to the students immediately.
4. English department has created 5 courses i.e. SEC-1, VAC-2, IDP-1, IDP-2 and IDP-3. It has been accepted by the Principal for further submission to the University.
5. During the absence of Dr. Maongkala Longchar, who is on leave, it was decided that the remaining Internal Assessment and classes would be covered by the rest of the faculty.

Meeting adjourned- 1:30 pm

Recorded by:

(Toviholi Swa)

Secretary,

Department of English

Toviholi Swa
29/07/23

(Dr. A. Sentiya)

Head of the Department,

Department of English

29.7.2023

DIMAPUR GOVERNMENT COLLEGE
DEPARTMENT OF ENGLISH

Date: 18th October, 2023

Time: 12:30 pm

Place: Department Cubicle

Members present:

1. Dr. A. Sentiyula (HoD)
2. Alemtula *18/10/23*
3. Watisenla *18/10/23*
4. N. Mongyung Phom *18/10/23*
5. Toviholi Swu *Toviholi Swu
18/10/23*

18.10.2023

Meeting minutes:

1. Internal assessment results were discussed and teachers were told to complete the remaining courses along with revision.
2. It was found that the 3rd and the 5th semester students were doing better than the 1st semester students, therefore extra attention was to be given to the 1st semester students.
3. The department had designed five (5) courses: Etiquette and Social Graces (SEC), Basics of Mentoring (VAC), Introduction to Poetry in English (IDP), Introduction to Drama in English (IDP), Introduction to Fiction in English (IDP) and was handed over to the Principal to be further submitted to the Chairman of Board of Studies (BoS) English for inclusion in the syllabus.
4. Literary activities to be conducted during the College Fest were to be planned. Extempore and Debate competitions were the suggested activities and the topics to be finalised in the coming days.
5. Everyone was reminded to complete editing the stories for the Graphic Novel Project at the earliest.
6. Video making competition result was decided to be declared during the College Fest.

7. It was decided that either a seminar or a workshop would be organised by the department at the beginning of the next session.

Meeting adjourned- 1:30 pm

Recorded by:

(Toviholi Swa)

Secretary,

Department of English

Toviholi Swa
18/10/23


(Dr. A. Sentiya)

Head of Department,

Department of English

DIMAPUR GOVERNMENT COLLEGE
DEPARTMENT OF ENGLISH

Date: 6th December, 2023

Time: 12:00 Noon

Place: Department Cubicle

Members present:

1. Dr. A. Sentiyula (HoD)

2. Alemtula

3. Watisenla

4. Dr. Maongkala Longchar

5. N. Mongyung Phom

6. Toviholi Swu

[Signature]
6.12.2023

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6/12.23

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6/12/23

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06/12/2023

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6/12/23

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06/12/23

Meeting minutes:

1. Paper distribution for the next academic session (Even Semesters 2024) was discussed and distributed with room for changes if need arises. Total number of courses is 21 (twenty-one).
2. The compulsory papers are Major, Minor, AECC under FYUGP, and Honours and Elective English under the Old Course.
3. The Common Value Added Course (VAC +1) for the second semester which is to be offered by the English department would be *Soft Skill*.
4. The Common VAC Course *Advertisement and Media* in the Common Pool which falls under the purview of English been assigned to the Hindi teacher to be taught in second semester. All paperwork to be done in the name of the department.
5. English department will offer the SEC-2 Course *Advanced English Communication Skills* in fourth semester.
6. The need for more teachers in the department with the impending introduction of PG Course and Science Wing was discussed. It was decided that the department would write a letter to the Directorate to this end.
7. Each teacher was instructed to prepare at least one PPT and create GCR for every course from the next academic session onwards.

8. It was informed by the HoD that SWAYAM facility is likely to be available in the college from mid 2024 under the supervision of Psychology department. Each department was to appoint a representative to coordinate. N. Mongyung Phom was chosen as the representative whose task would be to identify courses for the students from the pool of courses available in the portal and suggest to the supervising department after discussion.
9. In order to streamline the process, and to ensure the proper maintenance of data, it was decided that stipend to the students would be given through the Finance Secretary of the department in the future. It was also instructed to the Finance Secretary to make a proper format to collect the aforementioned data along with signatures of the recipients. Finance Secretary submitted Balance Statement of the department w.e.f August 2023.
10. The department would continue to give opportunities to English Honours students to participate in the department seminar. The topics for paper presentation by the teacher/s and the students were to be coordinated if possible.
11. For the Literary Day which would be held during the College Fest in the month of January 2024, it was decided that the department would conduct a Workshop on Journalism and the aspects that are relevant to the syllabus under FYUGP. A resource person with expertise in this area was identified and to be approached. Tentative budget for the event was also discussed.
12. In order to ensure that no teacher is overburdened and to avoid clashes in the routine, it was resolved that two teachers would share a Core paper.
13. Feedback to be collected from the teachers for the Graphic Novel Project and the next course of action to be taken.
14. Reminders:
 - i. Five toppers from every semester to be identified and their status updated. Teachers were to mentor them and keep track of their progress.
 - ii. While preparing the report for every department activity, the number of teachers and students participated was to be mentioned. A letter of acknowledgement and a receipt (where necessary) from the collaborator (if any), to be asked for.

Meeting adjourned: 1:30 pm

Recorded by:

(Toviboli Swu)

Secretary,

Department of English

Toviboli Swu
06/12/23

(Dr. A. Sentiya)

Head of the Department,

Department of English

6.12.2023

DIMAPUR GOVERNMENT COLLEGE
DEPARTMENT OF ENGLISH

Date: 13th February, 2024

Time: 1:00 pm

Place: Department Cubicle

Members present:

1. Dr. A. Sentiyula (HoD) *J 13.2.2024*
2. Alentula *dh 8.2.24*
3. Watisena *13/2/24*
4. Dr. Maongkala Longchar *13/2/2024*
5. N. Mongyung Phom *13/2/24*
6. Toviholi Swu *Toviholismu*
13/02/24

Meeting minutes:

1. Dr. A. Sentiyula's papers to be taken by the remaining faculty members during her absence (earned leave).
2. The Internal assessment for AEC was decided to comprise of two (2) class tests.
3. Upon deliberation, the department felt the need of an immediate extra help. Hence, it was decided to place before the Principal a request for Guest faculty for the current semester.
4. An appeal to be placed before the Office for access to the college G-suite so that the department can conduct AEC tests online in one platform.
5. Dr. Maongkala Longchar made everyone aware of the change in the format of Internal Assessment for the current semester. It would consist of 10 marks for Assignment and 15 marks for Tests for both the Major and the Minor papers.
6. Toviholi Swu, the department representative of Internship Committee highlighted on the Internship programme which would be starting in the 5th Semester. She also conveyed that the college had asked every department to find out avenues and institutions which would provide an opportunity of internship for its Major students.

Meeting adjourned: 1: 50 pm

Recorded by:

(Toviholi Swu)

Secretary,

Department of English

Toviholi Swu
13/02/24

(Dr. A. Sentiynla)

Head of the Department,

Department of English

15.2.2024

DIMAPUR GOVERNMENT COLLEGE
DEPARTMENT OF ENGLISH

Date: 13th February, 2024

Time: 2:00 pm

Place: Principal's Office

Faculty members of Department of English were called for a meeting with the Principal to discuss the various issues and new developments in the college. The meeting was conducted by the Principal who thanked the members for their presence.

Meeting minutes:

1. The Principal asked the members present to get a clarification from the department head of the University about the syllabus of VAC as it was unavailable in the University website.
2. The Principal mentioned that AEC papers currently being taught by the department would be better shifted into online mode. He highlighted that since it was only a two (2) credits paper shifting the classes into online mode would enable the students to focus their time and energy into their core papers. Therefore, it was decided that physical classes of AEC would be discontinued.
3. The department of English placed before the Principal the urgent need of a Guest faculty. The request was turned down citing the unavailability of funds to finance the same.
4. The request for access to G-suite of the college was agreed to be looked into.

Meeting adjourned: 3: 00 pm



(Prof. Sanjay Sharma)

Principal

Dimapur Government College

Principal
Dimapur Govt. College
Dimapur : Nagaland

Recorded by:

(Toviholi Swu)

Secretary,

Department of English

Toviholi Swu
43/02/24

(Dr. A. Sentiya)

Head of the Department,

Department of English

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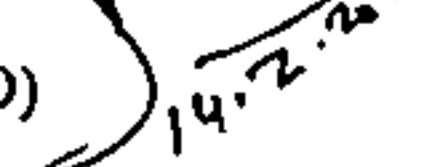
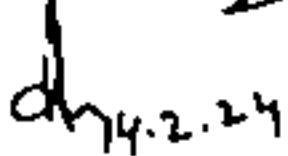
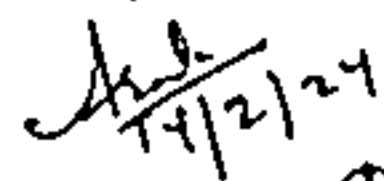
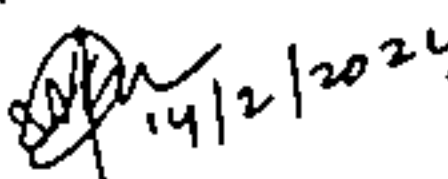
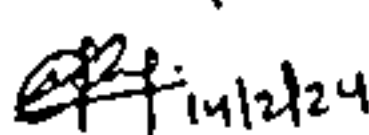
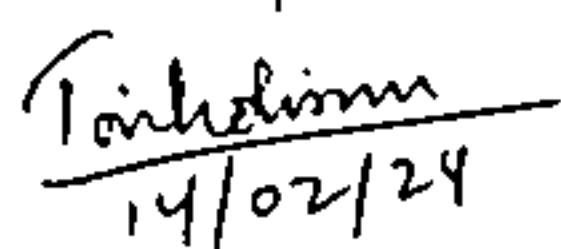
DIMAPUR GOVERNMENT COLLEGE
DEPARTMENT OF ENGLISH

Date: 14th February, 2024

Time: 1:00 pm

Place: Department Cubicle

Members present:

1. Dr. A. Sentiyula (HoD)  14.2.2024
2. Alemtula  14.2.24
3. Watisenla  14/2/24
4. Dr. Maongkala Longchar  14/2/2024
5. N. Mongyung Phom  14/2/24
6. Toviholi Swu  14/02/24

Meeting minutes:

1. Some of Dr. A. Sentiyula's papers to be taken by Lanunochit Pongen as he had agreed to help out the department. He would be teaching in online mode and the same has the approval of the Principal.
2. Physical classes of AEC to be discontinued from the coming week and classes to be shifted into online mode as directed by the Principal. All relevant study materials of the course would be made available to the students in the GCR. Physical classes or Google Meet classes to be conducted on request from students facing difficulty in specific topics.
3. It was decided that the 1st class test of AEC would be conducted on 26th and 27th February, 2024 while the 2nd class test would be conducted on 11th and 12th March, 2024.
4. The topics for the two class tests of AEC was also decided which would eventually be shared with the students.

Meeting adjourned: 2:00 pm

Recorded by:

(Toviholi Swu)

Secretary,

Department of English

Toviholi Swu
14/02/24

[Signature]
14.2.2024
(Dr. A. Sentiya)

Head of the Department,
Department of English

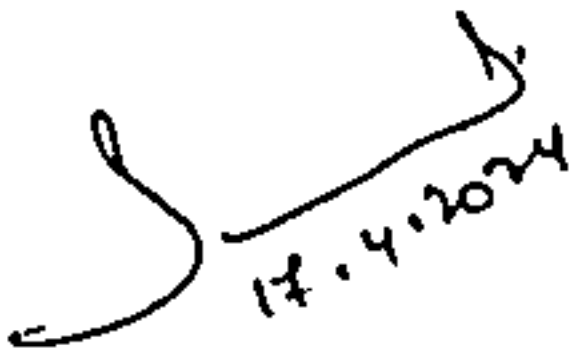
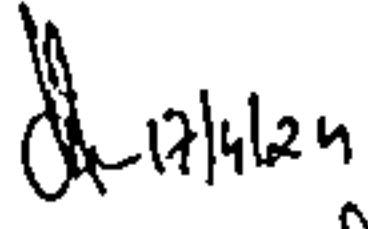

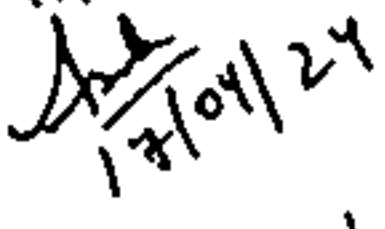
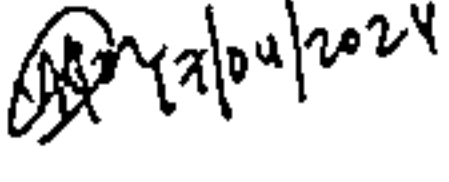
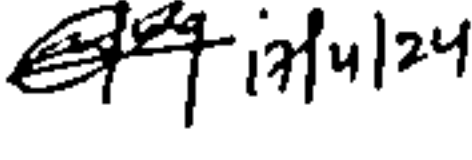
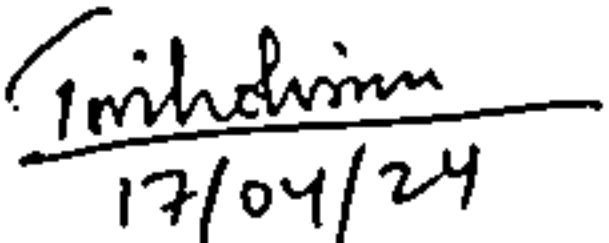
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DIMAPUR GOVERNMENT COLLEGE
DEPARTMENT OF ENGLISH

Date: 17th April, 2024

Time: 2:30 pm

Place: Department Cubicle

Members present:

1. Dr. A. Sentiya (HoD)  17.4.2024
2. Alemtula  17/4/24
3. Shuiching Konyak  17/4/24
4. Watisenla  17/04/24
5. Dr. Maongkala Longchar  17/04/2024
6. N. Mongyung Phom  17/4/24
7. Toviholi Swu  17/04/24

Meeting minutes:

1. The members deliberated on the Internship Course which is a 2 credits paper in the 5th semester, compulsory for all the students. As instructed by the Principal's office, the department too identified some establishments and offices to approach for assistance in the Internship Course and the teachers who would be responsible for the mediation.
 - i) Heritage Publishing House and Nagaland Handloom & Handicrafts Development Corporation Limited by Dr. Maongkala Longchar
 - ii) Tir Yim Yim and College Bites by Watisenla
 - iii) The Morung Express and Nagaland Page/ Tajung Publication by Dr. A. Sentiya
 - iv) Nagaland Post by Shuiching Konyak
 - v) Neighbourhood Children's Home by Alemtula
 - vi) Computer Design Shop by Toviholi Swu
2. It was mentioned by Dr. Maongkala Longchar that for the Research Internship Course which is to be taken up in the 8th semester by the Major students, it is mandatory for

teachers with PhD to supervise at least one (1) student or more according to their discretion. Women's Literature/ Writing was opted as the area of research for the said course upon consideration.

3. An initial discussion was held about the upcoming department extension programme.
4. The Farewell programme and the GSIP for the outgoing honours students along with the launch of English Students' Club logo was decided to be held on the 20th of April, 2024. The programme would be jointly organized by the English Students' Club and the department.

Meeting adjourned: 3:30 pm

Recorded by:

(Toviholi Swu)

Secretary,

Department of English

Toviholi Swu
17/04/24

(Dr. A. Sentiya)
17.4.2024

Head of the Department,

Department of English